



**Minutes of the Regular Meeting of the Board of Directors of  
Council on Aging St. Tammany – COAST**

Held May 23, 2024

At the Covington Activity Center, 19404 N. Tenth Street, Covington, LA 70433

The following directors were present/absent (\*indicates absence): Joyce Donohue (President), Martin Lapari (Vice President), Conie Abernathy (Secretary), Kelly Walgamotte (Treasurer), \*Sean Gannon, \*Gus Flair, Carol Whelan, \*Amanda Mason, Janice Roussel, Scott Wallace, Marcus Wallace, Jamie Gabourel, Kimberly Henry, Al Hamauei and Jackie Landry.

The following staff members were present/absent (\*indicates absence): Amy Kudel (Executive Director), Syeda Naeem (Finance Director), George Nicoll (Operations Director), Chris Hodge (Transportation Director), David Ray (Human Resources Director), Claudia Warner (Client Services Director), and Deidra Chiasson (Executive Assistant)

A quorum was Present.

**Call to Order**

President Joyce Donohue called the meeting to order at 3:06 PM.

Prayer and Pledge of Allegiance – Kelly Walgamotte led the prayer which was followed by the Pledge of Allegiance.

**Welcome and Introductions**

Joyce Donohue bid farewell to Carol Whelan who terms off the Board in June. She thanked Carol for all she has done for the Board over the last six years.

**Success Story of the Month**

George Nicoll (Operations Director) gave an update on partnering with Habitat for Humanity and other organizations to provide a ramp to a Slidell client. George showed the Board pictures of the completed ramp.

**Secretary's Report**

Acceptance of Minutes – Resolution for Acceptance of Minutes for Regular Board of Directors Meeting April 25, 2024 - #5-2024-1 states be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the April 25, 2024 Regular Board Meeting as submitted.

There was no discussion.

On motion made by Conie Abernathy, seconded by Kelly Walgamotte, and so carried, the Board of Directors unanimously accepted Resolution #5-2024-1.

**Treasurer's Report**

Finance Committee Report – Treasurer Kelly Walgamotte gave the Finance Committee Report. Kelly stated the Finance Committee Meeting was held on Wednesday, May 15, 2024 at 3:00 PM. During the meeting, he confirmed that he had reviewed,

signed and approved the Bank Reconciliations and Credit Card Reports. Kelly told the Board that Amy Kudel (Executive Director) reviewed the April Financials with the committee in Syeda Naeem's (Finance Director) absence. At the meeting, the committee approved the Resolution for Credit Cards to go before the full Board with its recommendation. The committee also approved the Resolution for Credit Re-allocation to go before you with its recommendation. Finally, the need for change orders for the 434 Building Project was discussed. The committee agreed to send this forward to the Board. A resolution for the change orders will be discussed in detail under new business.

Monthly Financial Reports – Syeda Naeem (Finance Director) presented the Statement of Revenues and Expenditures and the Balance Sheet as of April 30, 2024 with the Board.

A discussion followed.

Annual Notice of Banking Accounts - Syeda Naeem went over the St. Tammany Council on Aging banking accounts with the Board.

Resolution for Credit Cards - #5-2024-2 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Amy Kudel, Executive Director, or her successors in office to do all things necessary to procure and maintain the following listed credit card accounts for the 2025 fiscal year. Purchases will be reviewed and statements reconciled monthly. Cards will be used to make authorized purchases only and will be used only in incidents when use of a check is not the most efficient means of payment. Gulf Coast Bank – Credit Cards: George Nicoll – Operations Director, Stephanie Callais – Operations Assistant. Curtis Malbrough – Facilities Lead and Davison Fuels – Multiple CPG Fuel Credit Cards issued to Transportation Vehicles, Maintenance Vehicles and Home Delivered Meals Vehicles.

There was no discussion.

On motion made by Carol Whelan, seconded by Marcus Wallace, and so carried, the Board of Directors unanimously accepted Resolution #5-2024-2.

Resolution for Credit Re-allocation - #5-2024-3 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Amy Kudel, Executive Director, or her successors in office to do all things necessary to re-allocate the total credit card limit among the corporate credit cards, up to the maximum limit approved by the Board of Directors, as deemed necessary in the normal course of business.

Jamie Gabourel inquired as to why Amy Kudel did not have a work credit card issued in her name. Joyce Donohue mentioned that would be easier than Amy paying with her personal card and seeking reimbursement from the organization.

A discussion followed.

A resolution for a credit card for Amy Kudel will be placed on the June Board of Directors Meeting agenda.

On motion made by Kelly Walgamotte, seconded by Scott Wallace, and so carried, the Board of Directors unanimously accepted Resolution #5-2024-3.

### **Executive Director's Report**

Amy Kudel gave the Executive Director's Report.

Governor's Office of Elderly Affairs (GOEA) Preliminary Assessment – Amy Kudel informed the Board that the GOEA conducted its first site visit since COVID. The Program Monitor said that the client files and board information were the

best she has seen. All of the information was very well organized. There were no findings or citations. A full audit by GOEA will take place in either January or February 2025.

Employee Appreciation Party – Amy thanked the Board for approving the employee appreciation party. Approximately 55 employees attended this event. Brisket, boudin egg rolls, cheese & fruit and desserts from Rouses along with snow balls and jambalaya prepared by Eddie Ridge with Deep South Cruisers was served. Deep South Cruisers is a car club, formed in 2019, that is open to people with all types of vehicles. They offer monthly cruise nights, poker runs and backroad drives to various restaurants. They are a nonprofit organization that donates to local charities. Deep South Cruisers estimated the catering would have cost approximately \$1850.00. During the party, employees received certificates, tumblers and pens expressing COAST's appreciation. The organization spent approximately \$700.00 on food, and gifts, etc. The staff appreciated being able to get each department together.

Annual Client Picnic – Amy told the Board that the Annual Client Picnic was held in John Slidell Park this month. There were approximately 225 clients in attendance. Donations were received from Abita donating their root beer, Blue Bell donating the ice cream and Community Coffee donated coffee for the event. The City of Slidell allowed COAST to use its park for free. The vendors included Home Instead, Ochsner, Peoples Health, Summerfield Senior Living and Volunteers of America SELA. The Bean Bag Baseball winners were Slidell in first place, Bush in second place and Lacombe in third place.

Slidell Activity Center Lease – Amy explained to the Board that the Slidell Activity Center lease expires in June of 2024. George Nicoll (Operations Director) and she are in preliminary discussions with Thomas Schneidau (City of Slidell Attorney). Mr. Schneidau would like to extend the lease through the calendar year under the same terms. This will give everyone time to negotiate on new terms. The city attorney has requested that COAST speak with Slidell City Council members to explain what the organization does prior to the lease negotiations. While \$1.00 per year seems low, it does not consider the amount paid in utilities. George and Amy have prepared a brief table which shows the full picture and includes utilities paid for one year at each of the activity centers. A summary of the services offered by COAST and clients attending the Slidell Activity Center will also be provided to the council.

A discussion followed.

Board of Directors Search – Amy said that ads have been run in the Slidell Independent and St. Tammany Farmer advertising the two board vacancies beginning in June. Joyce Donohue and Amy attended leadership St. Tammany speed dating. They reached approximately 70 potential board members.

A discussion followed.

Outreach/Education Events – Amy mentioned that COAST staff had participated in several outreach/education events. Amy spoke at the Slidell Chapter of National Active & Retired Federal Employees Meeting. Claudia Warner (Client Services Director) spoke at a community networking event at Christwood. Fabianne Faciane (Client Services Deputy Director) and Melissa Madron (Title III/Client Services Support Specialist) attended Alton Fest and Taste of Louisiana which is a community event for parents and grandparents. Amy and Alexa Poole (COAST contracted Health Coach) went on both Lake Radio and The Highway 104.7 to discuss the upcoming health fairs. Amy has written articles in the St. Tammany Farmer regarding the two health fairs, the Annual General Membership Meeting and the COAST Client Picnic.

Annual General Membership Meeting – Amy stated that the St. Tammany Council on Aging's Annual General Membership Meeting is scheduled for 10:00 AM on Thursday, June 27 in the Southeast Louisiana National Wildlife Refuges Headquarters in Lacombe.

Board Member of the Month – Amy informed the Board that the organization would feature a board member each month on its social media. May's Board Member of the Month will feature Carol Whelan and June's will be Gus Flair.

Highway 434 Project – Amy stated that there is a change ordered needed for the dry pond on the 434 property. The St. Tammany Parish Engineering Department has approved the use of a pump and check valve to prevent backflow. Electrical equipment was delivered to the property during the week. Cleco has been on site installing the transformer and pulling wires for the activity center. The electrical inspection passed for the activity center building. Amy is hoping Cleco will be able to install the meter on Friday. This is dependent on St. Tammany Parish releasing the meter.

A discussion followed.

## **Committee Reports**

Executive Committee Report – Joyce Donohue (President/Committee Chairwoman) stated that the Executive Committee met last month to go over changes to the St. Tammany Council on Aging, Inc. Bylaws. At the April Board Meeting, Martin Lapari (Vice President/Committee Member) reviewed the changes with the Board. Joyce mentioned that according to our Bylaws, the Board reviews the bylaw changes one month and votes to approve them the following month. Joyce asked for a motion and second to approve the changes to the St. Tammany Council on Aging, Inc. Bylaws.

There was no discussion of this agenda item.

On motion made by Kimberly Henry, seconded by Carol Whelan, and so carried, the Board of Directors unanimously approved the changes to the St. Tammany Council on Aging, Inc. Bylaws.

Board Development Committee – Joyce Donohue (Committee Chairwoman) said that the Board Development Committee met on May 23 prior to the Board Meeting. The committee interviewed two directorial candidates to replace Gus Flair and Carol Whelan who are terming out in June. There are additional candidates to interview before the committee makes its decision as to who will go on the ballot at the June Annual General Membership Meeting. The committee's primary focus is the eastside of the parish. This will give the Board a more equal distribution of Board members parish wide. Joyce asked the members present, if they knew of anyone who would be a good fit for this Board, please give their contact information to Deidra Chiasson (Executive Assistant), Amy Kudel (Executive Director) or directly to Joyce.

## **Old Business**

There was no old business to discuss.

## **New Business**

Resolution for Change Orders - #5-2-24-4 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Amy Kudel, Executive Director, or her successors in office to do all things necessary, upon written approval by Martin Lapari, Building Ad Hoc Committee Chairman, to execute change orders associated with the construction of the new Lacombe Activity Center and Transportation hub.

A discussion followed.

On motion made by Marcus Wallace, seconded by Kelly Walgamotte, and so carried, the Board of Directors unanimously accepted Resolution #5-2024-4.

Highway 434 Project Update – Amy Kudel (Executive Director) gave the Board updates on the Highway 434 Project. Photos taken by Board Member Al Hamauei were shown to the Board.

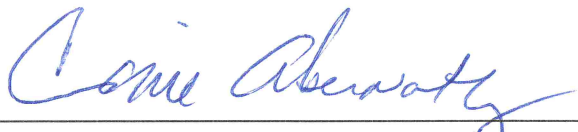
Board Activity Center Visit – Joyce Donohue told the Board that next month's Board Activity Center Visit is scheduled at our Lacombe Center on Friday, June 7. She asked the Board to turn in their RSVPs for lunch no later than noon on June 4. If they are

not a COAST Client, Board Members will need to either drop by the Administrative Office on Ramos to give \$5.50 lunch money, via check or exact change, to Michelle Gelpi in Finance or mail a check for lunch to the COAST PO Box with Attention to Michelle Gelpi. You must pay before your lunch will be ordered. Deidra Chiasson will send out an email with more information next week.

COAST Annual General Membership Meeting and June Board Meeting Reminder – Joyce Donohue reminded the Board that the Annual General Membership Meeting will be Thursday, June 27 at 10 AM in the conservation room of the Southeast Louisiana Wildlife Refuges Headquarters in Lacombe. At this meeting, the general membership will have a chance to vote in board members. The following board members will be on the ballot along with replacements for Carol Whelan and Gus Flair: Al Hamauei, Kimberly Henry, Jackie Landry, Amanda Mason and Marcus Wallace. The June Board Meeting will immediately follow in one of the facility's conference rooms. Lunch will be provided. Deidra Chiasson will send out an email next week with all the pertinent details.

### **Adjournment**

There being no further business to discuss, Joyce Donohue, President COAST Board of Directors, adjourned the meeting at 3:56 PM.



Connie Abernathy – Secretary, COAST Board of Directors Fiscal Year 2023-2024



Janice Roussel – Secretary, COAST Board of Directors Fiscal Year 2024-2025

*\*The above meeting minutes constitutes the general understanding by Janice Roussel, Secretary - COAST Board of Directors, of the meeting content. Please advise Deidra Chiasson, Assistant to Executive Director COAST, of any errors or omissions.*